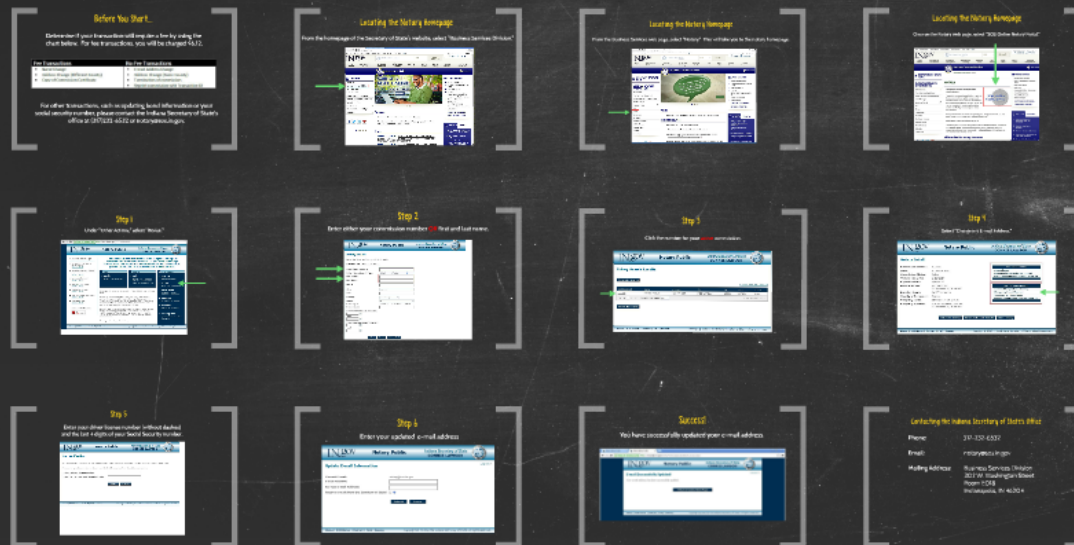
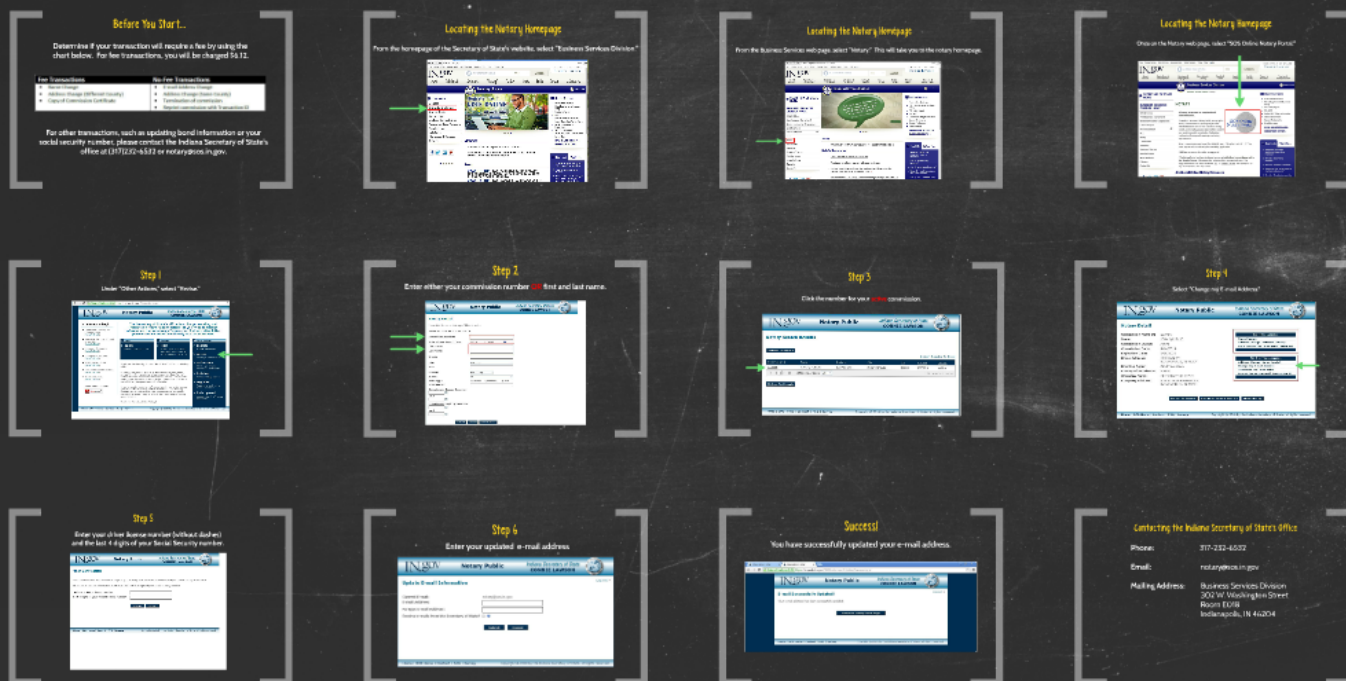


Revise Your Commission: E-Mail Address Change



Revise Your Commission: E-Mail Address Change



Before You Start...

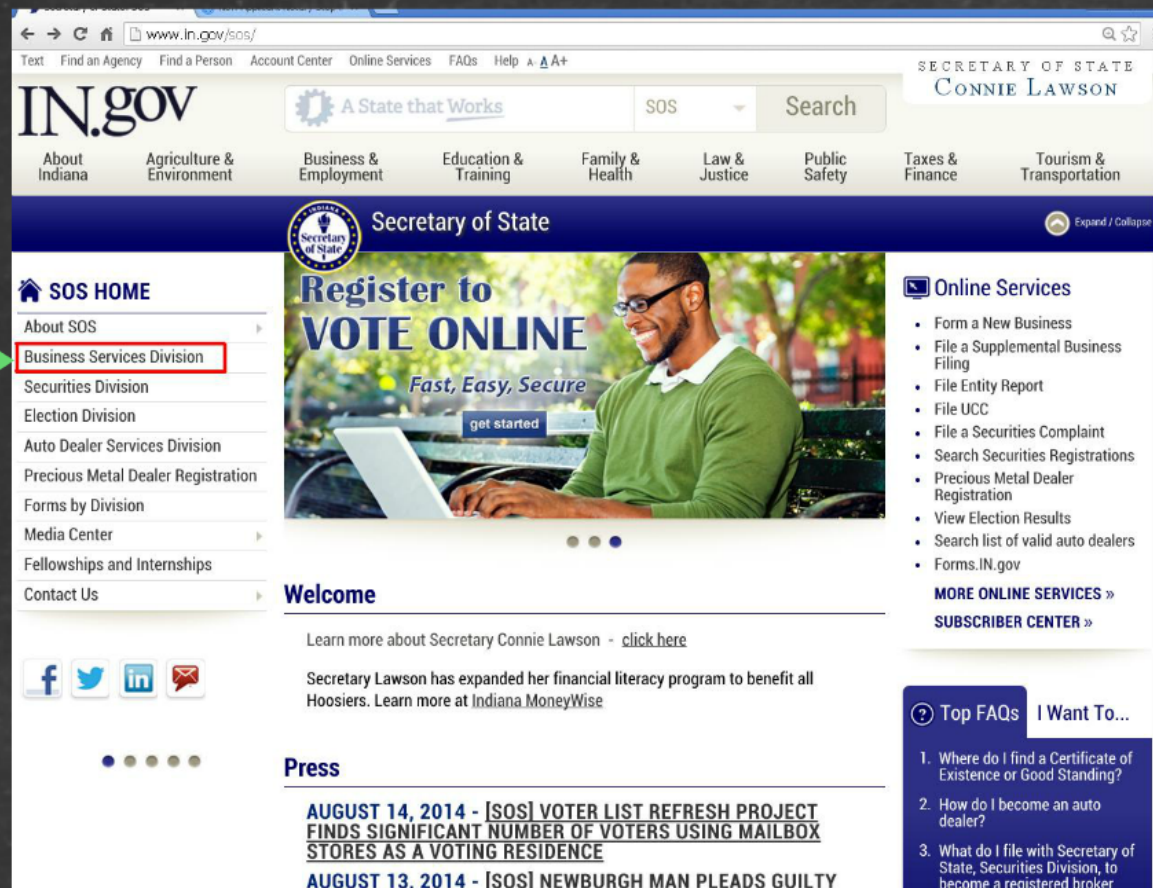
Determine if your transaction will require a fee by using the chart below. For fee transactions, you will be charged \$6.12.

Fee Transactions	No-Fee Transactions
<ul style="list-style-type: none">• Name Change• Address Change (Different County)• Copy of Commission Certificate	<ul style="list-style-type: none">• E-mail Address Change• Address Change (Same County)• Termination of commission• Reprint commission with Transaction ID

For other transactions, such as updating bond information or your social security number, please contact the Indiana Secretary of State's office at (317)232-6532 or notary@sos.in.gov.

Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services Division."



The screenshot shows the homepage of the Indiana Secretary of State's website (www.in.gov/sos/). The page features a navigation bar with links to various departments: About Indiana, Agriculture & Environment, Business & Employment, Education & Training, Family & Health, Law & Justice, Public Safety, Taxes & Finance, and Tourism & Transportation. The main content area includes a large banner for "Register to VOTE ONLINE" and a sidebar on the left with a list of links. A green arrow points to the "Business Services Division" link in the sidebar. The sidebar also includes links to "SOS HOME", "About SOS", "Securities Division", "Election Division", "Auto Dealer Services Division", "Precious Metal Dealer Registration", "Forms by Division", "Media Center", "Fellowships and Internships", and "Contact Us". The right sidebar lists "Online Services" such as "Form a New Business", "File a Supplemental Business Filing", "File Entity Report", "File UCC", "File a Securities Complaint", "Search Securities Registrations", "Precious Metal Dealer Registration", "View Election Results", "Search list of valid auto dealers", and "Forms.IN.gov". The bottom section includes a "Welcome" message, a "Press" section with recent news items, and a "Top FAQs" section.

IN.gov A State that Works SOS Search

SECRETARY OF STATE
CONNIE LAWSON

Expand / Collapse

SOS HOME

- About SOS
- Business Services Division**
- Securities Division
- Election Division
- Auto Dealer Services Division
- Precious Metal Dealer Registration
- Forms by Division
- Media Center
- Fellowships and Internships
- Contact Us

Register to VOTE ONLINE
Fast, Easy, Secure
get started

Online Services

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- File a Securities Complaint
- Search Securities Registrations
- Precious Metal Dealer Registration
- View Election Results
- Search list of valid auto dealers
- Forms.IN.gov

MORE ONLINE SERVICES »
SUBSCRIBER CENTER »

Welcome

Learn more about Secretary Connie Lawson - [click here](#)

Secretary Lawson has expanded her financial literacy program to benefit all Hoosiers. Learn more at [Indiana.MoneyWise](#)

Press

AUGUST 14, 2014 - [SOS] VOTER LIST REFRESH PROJECT FINDS SIGNIFICANT NUMBER OF VOTERS USING MAILBOX STORES AS A VOTING RESIDENCE

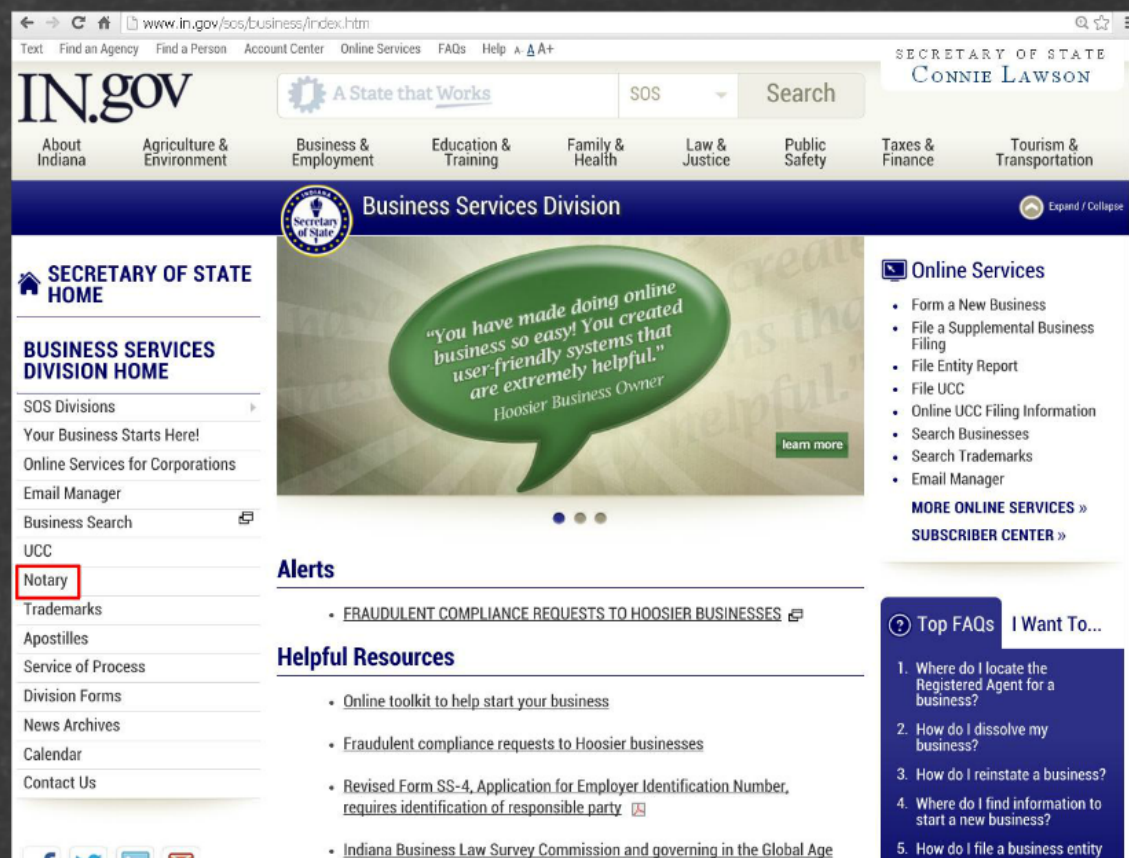
AUGUST 13, 2014 - [SOS] NEWBURGH MAN PLEADS GUILTY

Top FAQs | **I Want To...**

- Where do I find a Certificate of Existence or Good Standing?
- How do I become an auto dealer?
- What do I file with Secretary of State, Securities Division, to become a registered broker

Locating the Notary Homepage

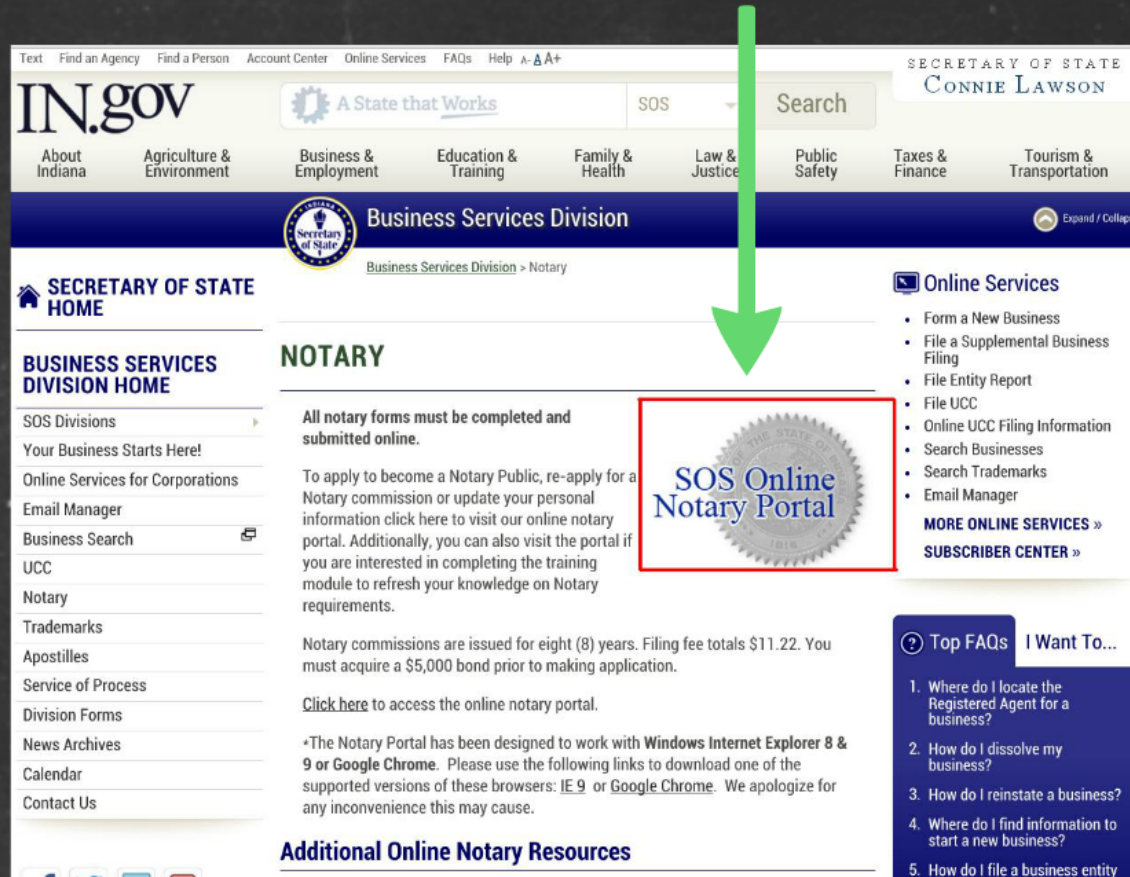
From the Business Services web page, select "Notary." This will take you to the notary homepage.



The screenshot shows the Indiana Business Services Division homepage. A green arrow points to the "Notary" link in the left sidebar. The sidebar also includes links for "SOS Divisions", "Your Business Starts Here!", "Online Services for Corporations", "Email Manager", "Business Search", "UCC", "Trademarks", "Apostilles", "Service of Process", "Division Forms", "News Archives", "Calendar", and "Contact Us". The main content area features a banner with a quote from a Hoosier Business Owner: "You have made doing online business so easy! You created user-friendly systems that are extremely helpful." Below the banner are sections for "Alerts" (including "FRAUDULENT COMPLIANCE REQUESTS TO HOOSIER BUSINESSES"), "Helpful Resources" (including "Online toolkit to help start your business", "Fraudulent compliance requests to Hoosier businesses", "Revised Form SS-4, Application for Employer Identification Number, requires identification of responsible party", and "Indiana Business Law Survey Commission and governing in the Global Age"), "Online Services" (including "Form a New Business", "File a Supplemental Business Filing", "File Entity Report", "File UCC", "Online UCC Filing Information", "Search Businesses", "Search Trademarks", and "Email Manager"), "MORE ONLINE SERVICES", "SUBSCRIBER CENTER", "Top FAQs", and "I Want To..." (including "Where do I locate the Registered Agent for a business?", "How do I dissolve my business?", "How do I reinstate a business?", "Where do I find information to start a new business?", and "How do I file a business entity").

Locating the Notary Homepage

Once on the Notary web page, select "SOS Online Notary Portal."



The screenshot shows the Indiana Secretary of State website. The top navigation bar includes links for Text, Find an Agency, Find a Person, Account Center, Online Services, FAQs, and Help. The main header features the IN.gov logo and a search bar. Below the header, there are several tabs for different departments: About Indiana, Agriculture & Environment, Business & Employment, Education & Training, Family & Health, Law & Justice, Public Safety, Taxes & Finance, and Tourism & Transportation. The Business Services Division is selected, and the Notary section is highlighted. A green arrow points to the 'SOS Online Notary Portal' link, which is highlighted with a red box. The Notary section also includes information about notary commissions, filing fees, and a list of online services.

Text Find an Agency Find a Person Account Center Online Services FAQs Help A- A+ A+

IN.gov A State that Works SOS Search

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

Business Services Division Expand / Collapse

SECRETARY OF STATE HOME

BUSINESS SERVICES DIVISION HOME

SOS Divisions Your Business Starts Here! Online Services for Corporations Email Manager Business Search UCC Notary Trademarks Apostilles Service of Process Division Forms News Archives Calendar Contact Us

NOTARY

All notary forms must be completed and submitted online.

To apply to become a Notary Public, re-apply for a Notary commission or update your personal information click here to visit our online notary portal. Additionally, you can also visit the portal if you are interested in completing the training module to refresh your knowledge on Notary requirements.

Notary commissions are issued for eight (8) years. Filing fee totals \$11.22. You must acquire a \$5,000 bond prior to making application.

Click here to access the online notary portal.

*The Notary Portal has been designed to work with Windows Internet Explorer 8 & 9 or Google Chrome. Please use the following links to download one of the supported versions of these browsers: IE 9 or Google Chrome. We apologize for any inconvenience this may cause.

Additional Online Notary Resources

Online Services

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- Online UCC Filing Information
- Search Businesses
- Search Trademarks
- Email Manager

MORE ONLINE SERVICES » SUBSCRIBER CENTER »

Top FAQs I Want To...

- Where do I locate the Registered Agent for a business?
- How do I dissolve my business?
- How do I reinstate a business?
- Where do I find information to start a new business?
- How do I file a business entity

Step 1

Under "Other Actions," select "Revise."

The screenshot shows the Indiana Notary Public online application system. The browser address bar displays the URL: <https://myweb.in.gov/SOS/notaryapp/>. The page header includes the IN.gov logo, the title "Notary Public", and the name of the Indiana Secretary of State, Connie Lawson. A blue banner at the top right features the state seal.

> before you begin

- ✓ To become a Notary, an individual must [\(What's This?\)](#)
- ✓ Determine the type of bond to provide. [\(What's This?\)](#)
- ✓ Payment information. [\(What's This?\)](#)
- ✓ Functions of a Notary. [\(What's This?\)](#)
- ✓ Official Notary Guide. [\(What's This?\)](#)
- ✓ Frequently asked questions. [\(What's This?\)](#)
- ✓ Other Resources. [\(What's This?\)](#)

Adobe Reader Required

1 Start

- > apply**
Become a Notary Public

2 Resume

- > login**
Resume your transaction with your Transaction ID and E-mail Address or PIN

3 Other Actions

- > search**
Search for notaries
- > revise**
Revise your commission
- > get a copy**
Get a copy of your commission certificate
- > training**
Perform notary training
- > register**
Register to apply via a service company
- > bulk upload**
Upload a batch of notary applicants

The Secretary of State's office is no longer sending out Transaction Authorization letters. If you need to change information that requires a Transaction Authorization letter please contact our office directly at 317-232-6576.

Thank you for choosing to serve the State of Indiana as a Notary Public!

As part of our ongoing efforts to reduce costs and increase service through innovation and technology, the Secretary of State's office developed the online Notary system. This system accepts new Notary applications, Notary renewals and allows a current Notary to update contact information.

To assist you in rendering professional service our online Notary system includes a training module for Notaries. This training module is a part of the application process or can be used by current Notaries as a way to refresh their knowledge of notary responsibilities.


Thank you for using Online Notary!

Home | SOS Home | Contact | FAQ | Survey


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Step 2

Enter either your commission number **OR** first and last name.

**Notary Public**

Indiana Secretary of State
CONNIE LAWSON



Notary Search

Please find the commission you'd like to revise.

NOTARY SEARCH CRITERIA

Commission Number:

Notary Name Search Type:

☒ Full ☐ Partial ☐ Both

First Name:

Last Name:

Street:

City:

Enter a City

ZIP:

County:

Enter a County

Status:

All

Bond Type:

☐ Surety ☐ Freehold ☒ Both

Bond Issuer:

Commissions Issued Between:

and

Commissions Expiring Between:

and



Submit

Cancel

Clear Criteria

Step 3

Click the number for your **active** commission.

**Notary Public***Indiana Secretary of State*
CONNIE LAWSON

Notary Search Results

[Return To Search](#)[Export Results To Excel](#)

<u>Commission #</u>	<u>Name</u>	<u>Address</u>	<u>City</u>	<u>Zip</u>	<u>County</u>	<u>Status</u>
<u>123456</u>	JOHN Q PUBLIC	123 MAIN ST.	INDIANAPOLIS	46204	MARION	Active


[«](#) [◀](#) **1** [▶](#) [»](#) Notaries per page: 100 [▼](#) 1 Notaries in 1 pages

[Return To Search](#)

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#) Copyright © 2010 by the Indiana Secretary of State. All rights reserved.

Step 4

Select "Change my E-mail Address."

IN.gov**Notary Public***Indiana Secretary of State***CONNIE LAWSON**

Notary Detail

Commission Number: 123456
Name: JOHN Q PUBLIC
Commission Status: Active
Commission Date: 9/16/2014
Expiration Date: 9/15/2022
Home Address: 123 MAIN ST.
INDIANAPOLIS, IN 46204
Bonding Agent: ACME Insurance
County of Residence: Marion
Company Name: SECRETARY OF STATE
Company Address: 200 W. WASHINGTON ST.
INDIANAPOLIS, IN 46204

FEE TRANSACTIONS
[Name Change](#)
[Address Change \(Different County\)](#)
[Get a Copy of my Commission Certificate](#)

NO-FEE TRANSACTIONS
[Address Change \(Same County\)](#)
[Change my E-mail Address](#)
[Terminate my Commission](#)
[Reprint Commission with Transaction ID](#)


[Return To Search](#) [Return to Search Results](#) [View History](#)

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Step 5

Enter your driver license number (without dashes)
and the last 4 digits of your Social Security number.

**Notary Public**

Indiana Secretary of State
CONNIE LAWSON



User Verification

You have selected a transaction that requires you to verify your identity with the Secretary of State's Notary Public office.

Please enter your Driver's License Number and the last four digits of your Social Security Number.

Indiana Driver's License Number:



Last 4 digits of your Social Security Number:

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)

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Step 6

Enter your updated e-mail address


**Notary Public***Indiana Secretary of State***CONNIE LAWSON**

Update E-mail Information[Log out »](#)

Current E-mail: notary@sos.in.gov

E-mail Address:

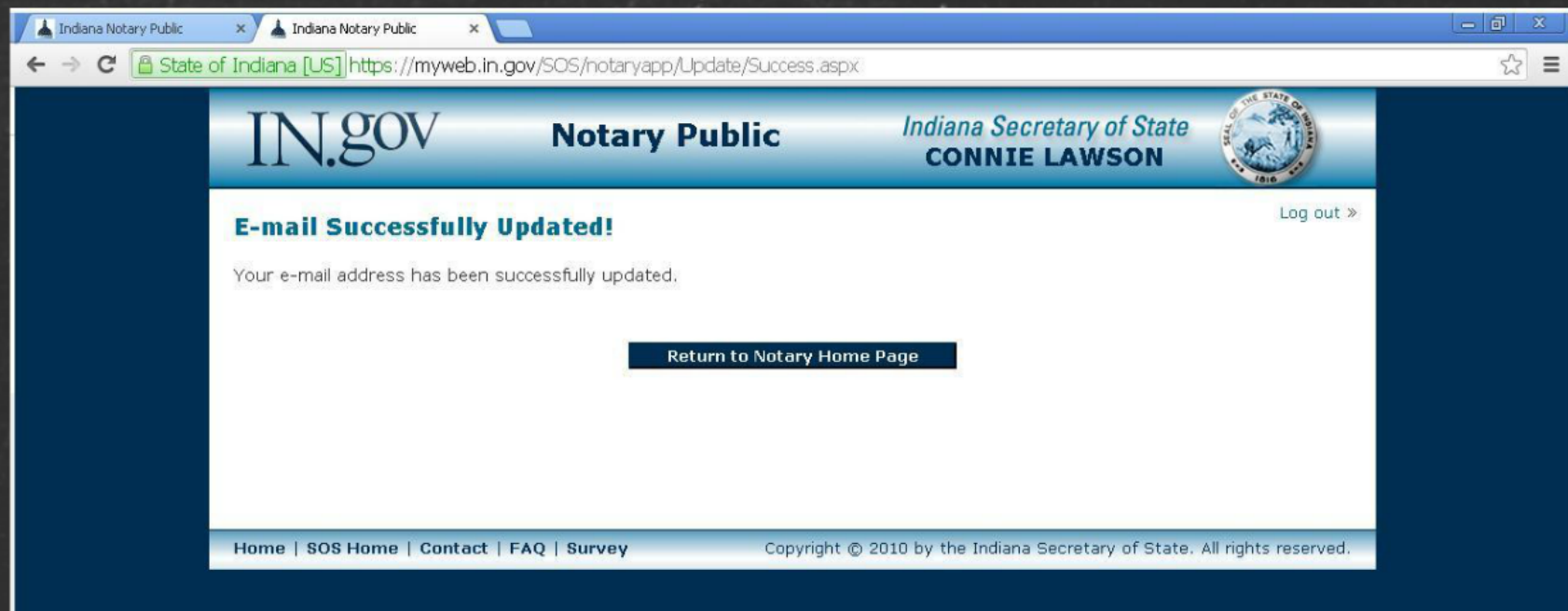
Re-type E-mail Address:

Receive e-mails from the Secretary of State? ☐ 

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)Copyright © 2010 by the Indiana Secretary of State. All rights reserved.

Success!

You have successfully updated your e-mail address.



Contacting the Indiana Secretary of State's Office

Phone: 317-232-6532

Email: notary@sos.in.gov

Mailing Address: Business Services Division
302 W. Washington Street
Room E018
Indianapolis, IN 46204

Revise Your Commission: E-Mail Address Change

Before You Start...

Determine if your transaction will require a fee by using the chart below. For fee transactions, you will be charged \$6.12.

Fee Transactions	No Fee Transactions
• Initial Request	• Initial Renewal Request
• Address Change (Official County)	• Address Change (Non-County)
• Name Change (Official County)	• Commission Extension
	• Renewal Extension (No Transaction Fee)

For other transactions, such as updating bond information or your social security number, please contact the Indiana Secretary of State's office at (317)232-6632 or notary@sos.in.gov.

Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services Division."



Locating the Notary Homepage

From the Business Services web page, select "Notary." This will take you to the notary homepage.



Locating the Notary Homepage

Click on the Notary web page, select "Notary Public Portal."



Step 1

Under "Other Actions" select "Revise."



Step 2

Enter either your commission number **OR** first and last name.



Step 3

Click the number for your **active** commission.



Step 4

Select "Changing E-mail Address."



Step 5

Enter your driver license number without dashes and the last 4 digits of your Social Security number.



Step 6

Enter your updated e-mail address.



Success!

You have successfully updated your e-mail address.



Contacting the Indiana Secretary of State's Office

Phone: 317-232-6632
 Email: notary@sos.in.gov
 Mailing Address: Business Services Division
 502 W. Washington Street
 Room 6.016
 Indianapolis, IN 46204